

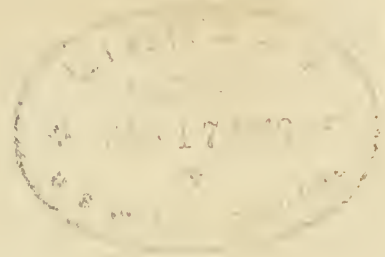
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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

September 2, 1942

BRANCH MEMORANDUM NO. 1



To: Washington and Field Officers
From: Chas. E. Gage, Chief, Tobacco Branch
Subject: Titles to be Used in Signatures to Official Papers

In line with the reorganization of the Tobacco Branch, officials should sign themselves in accordance with the schedule below. These titles should also be used in addressing letters. The practice has grown up of merely addressing people by name and address without the use of the title. This practice should be abandoned and titles should be used in all cases.

In a few instances field officers are used in different capacities in different seasons of the year. For example, Mr. Hart is Assistant Inspection Supervisor during the Burley marketing season and at that time should sign himself and be addressed accordingly. At other times he is on demonstration duty and should sign himself and be addressed as Demonstration Supervisor. The same rule should be applied in the case of others the nature of whose duties changes during the year.

A similar situation arises with respect to some supervisors or assistant supervisors transferred out of type for inspection duty. Using Carol B. Hill as an example, he is Assistant Inspection Supervisor during the marketing season in his home type and during the off season when located therein. When transferred to the flue-cured district, he is not Assistant Inspection Supervisor insofar as flue-cured tobacco is concerned and, to avoid confusion, may be addressed merely as Tobacco Inspector.

STANDARDIZATION DIVISION

F. B. Wilkinson
In Charge, Standardization Division
Tobacco Branch

B. H. Mizell
Inspection Supervisor
Tobacco Branch

INSPECTION DIVISION

M. I. Dunn
In Charge, Inspection Division
Tobacco Branch

A. H. Irby
Inspection Supervisor
Tobacco Branch

W. R. Wilson
Inspection Supervisor
Tobacco Branch

Carol B. Hill
Assistant Inspection Supervisor
Tobacco Branch

E. J. Cline
Inspection Supervisor
Tobacco Branch

W. H. Whitnel
Assistant Inspection Supervisor
Tobacco Branch

MARKETING PROGRAMS DIVISION

J. V. Morrow
In Charge, Marketing Programs
Division
Tobacco Branch

W. K. Payne, Jr.
In Charge, Market News Section
Tobacco Branch

E. D. Booker
Market News Supervisor
Tobacco Branch

Robert T. Gaitskill
In Charge, Market News Office
Tobacco Branch

DEMONSTRATION & TRAINING DIVISION

H. W. Taylor
In Charge, Demonstration and
Training Division
Tobacco Branch

J. O. Armistead
Demonstration Supervisor
Tobacco Branch

J. F. Hart
Demonstration Supervisor
Tobacco Branch

W. L. Bradsher
Tobacco Demonstrator
Tobacco Branch

Market supervisors should sign with that title when on duty in that capacity. In connection with other employees, payroll titles should be used.

The above is not intended as a complete roster of those in the positions enumerated, but as an illustration of the titles to be used.

Chas E. Sano